



DENTON ISD APPRAISAL CALENDAR 2022-2023

Timeline (19 TAC 150)

- The appraisal period for each teacher includes all the days of a teacher's contract.
- Observations during the appraisal period shall be conducted during the required days of instruction for students during one school year.

T-TESS Orientation

Teachers who are new to the district, in their first year of appraisal under T-TESS, or when policy regarding appraisal has changed since the last time the teacher was provided with an orientation must complete the T-TESS Orientation no later than the final day of the first 3 weeks of instruction (September 1, 2022).

Goal Setting and Professional Development Plan

For teachers who are new to the district or are in their first year of appraisal under T-TESS:

- Goal Setting and Professional Development Plan Conference with appraiser must take place prior to submitting plan to appraiser.
- Plan must be submitted to appraiser within the first 6 weeks from the date of completion of the T-TESS Orientation (about September 22, 2022).
- Walkthroughs for all probationary teachers should be completed by October 7, 2022.

For teachers who are not new to the district or who are not in their first year of appraisal under T-TESS:

- Initially drafted in conjunction with the previous year's End-of-Year Conference.
- Revise as needed.
- Submitted to appraiser within the first 6 weeks of instruction (September 22, 2022).
 - Maintained by teacher throughout the school year.
 - Submitted to appraiser prior to End-of-Year Conference.

Pre-Conference

After a teacher's first year of appraisal under T-TESS within the district, a pre-conference must be conducted with the appraiser prior to the observation.

Non-Observation Days

Observations are excluded during the 2 weeks following the date of completion of the T-TESS Orientation in school years when an orientation is required.

Post-Conference

Post-Conference must be conducted within 10 working days after the completion of an observation.

Written Summary

A written summary of the observation is provided to the teacher within 10 working days.



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End-of-Year Conference

The End-of-Year Conference Period ends no later than 15 working days before the last day of instruction for students (May 5, 2023).

Summative Annual Report

A copy of the Summative Annual Report must be provided to the teacher within 10 working days of the conclusion of the End-of-Year Conference, and at least 15 working days before the last day of instruction for students (May 5, 2023).

Important Dates

- *Appraisal Period:* August 3, 2022 – May 26, 2023
- *Walkthroughs:* August 11 – May 26, 2023
- *TTESS Observation Window:* September 6, 2022 – April 20, 2023
- *Probationary Teachers Observations Window Deadline:* December 16, 2022
- *Probationary Teachers EOY Conferences Deadline:* February 28, 2023
- *Deadline for completion of formal observations (except late hires):* April 20, 2023.
- *No Formal Observation Dates:* August 3 – September 5, 2022; October 11-12, 2022; November 18-28, 2022; December 13, 2022 – January 3, 2023. January 13-17, 2023; February 17-21, 2023; March 10-20, 2023; April 6-10, 2023

Waivers of Summative Conference

A teacher may waive a summative conference if all documents are signed at the end-of-year conference. A written summative annual appraisal report shall be shared with the teacher no later than 15 working days before the last day of instruction for students (May 5, 2023).

Important Reminders

- Teacher and appraiser must electronically sign observation and summative.
- Post conferences may not be waived by either teacher or appraiser.
- If you have a teacher that you believe needs to be appraised and is scheduled to be on a non-appraisal year you may appraise them based on Board Policy (DNA Legal).
- All Non-TTESS appraisals should be completed by May 26, 2023 and should be uploaded to STRIVE. These evaluation do not need to be submitted to HR since we have a data warehouse for these in STRIVE.
- If an employee resigns, it is the employee's responsibility to download their evaluation prior to losing access to STRIVE.